**INTERNSHIP PLAN**



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| Activity # \_\_\_\_  You may give the number corresponding to the 38 activities from the text to identify one of the activities. | TExES comp.#\_\_\_  You must have activities that represent each of the 10 Superintendent competencies. | Summary of Activity - Describe the activity you plan on implementing or participating in during your internship – you may use any of the internship activities identified in the *School Leader Internship,* 2nd edition, pp. 19 – 68. | Resource  Person | Projected Date to be  Completed |
| 1C | 2 | Review and compare two different district vision statements and note strengths and weaknesses of each. | Christie Gates | 3/30/11 |
| 2A | 5 | Lead a strategic planning committee to pursue creative sources of funding for the district. | Christie Gates  Dr. Lindsey Gunn | 3/30/11 |
| 3C | 5/10 | Review the ways in which assessment data are used by the board, superintendent, faculty, staff, and community relations. Write a reflection and seek ways to improve the use of assessment data. | Christie Gates  Asst. Supt. Of Instruction |  |
| 4B | 3 | Survey campus personnel on the effectiveness of the weekly memo to obtain feedback on its organization and clarity. | Christie Gates  Faculty |  |
| 5C | 10 | The district is currently facing the task of opening a new elementary campus. I will work with a team of principals and district leaders to reach a consensus for a plan to staff the new facility. | Principals  HR Dir.  Supt. | 4/30/11 |
| 6A | 10/8 | Observe a district cabinet meeting where the superintendent uses collaborative decision making. | Cabinet | 6/30/11 |
| 4D | 6 | Describe the implementation process used by the district regarding the curriculum (C-Scope). | Curr. Specs. | 3/30/11 |
| 8A | 10 | Analyze the district calendar (including summer school schedule) and make recommendations for increased efficiency and meeting student needs. | Asst. Supt.  Faculty | 5/30/11 |
| 9H | 7/6 | Interview a district level instructional supervisor to assess the currents needs, goals, and level of service provided by central office. | Curr. Specs. | 6/30/11 |
| 10A | 1 | Review methods used to motivate students in the classroom; read two journal articles and discuss readings with district leadership team. | Principals | 6/30/11 |
| 11\* | 2 | Attend the TCEA state conference to gather information on present and future technology used to support teaching/learning. Make recommendations for expanded use of technology within the district. | Instructional Technology Director | 2/28/11 |
| 12D | 6 | Form and lead a team of teachers to study and develop a plan for improving Science test scores. | Science Teachers  Instructional Coach | 3/30/11 |
| 13B | 5 | Assist in the planning and supervising of the district fine arts choral canvas. Critique the learning experience for the students and address student motivation, discipline, and performance. | Coordinator of Student Services | 5/30/11 |
| 14C | 7 | Collaborate with an experienced staff developer in one staff development activity, including planning, implementing, instructing, and evaluating (new teacher classroom management refresher). | Christie Gates  Curr. Spec. | 3/30/11 |
| 15B | 10 | Meet with a current leader involved in implementing a district change. Analyze why the change was made and what steps were taken to make the change, survey those affected by the change, and analyze the stage of changes. | Director of Personnel Services | 6/30/11 |
| 16\* | 6 | Attend a Level 3 district hearing before the board dealing with student discipline. Critique the session with regard to consequences/decision imposed. | Coordinator for Student Services | 5/30/11 |
| 17\* | 2 | Interview the Coordinator of Student Services to determine what services are provided throughout the district. | Coordinator for Student Services | 5/30/11 |
| 18B | 8 | Review job descriptions and evaluation forms for key office personnel. Discuss the major duties, concerns, and recommendations for the actual work required and its relation to the job description and evaluation form. | Director of Personnel Services  Christie Gates | 5/30/11 |
| 19C | 9 | Review the procedures for the district opening and closing of the school year. Observe or take an active part in the procedures. Critique the effectiveness and major concerns of the procedures. | Coordinator for Facilities | 6/30/11 |
| 20B | 9 | Meet with the head custodian to review job responsibilities and schedules of staff. Report on the needs, concerns, and assessment of work performed. | Christie Gates | 4/30/11 |
| 21A | 9 | Interview the director of transportation to discuss current issues and needs for transportation. | Director of Transportation | 5/30/11 |
| 22A | 9 | Interview the district food service director to discuss the current requirements, concerns, and issues of the program. | Director of Child Nutrition | 5/30/11 |
| 23A | 8 | Interview the Executive Director of Personnel Services. Discuss planning, recruitment, selection, induction, compensation, evaluation, and dismissal of personnel. | Exec. Dir. Of Personnel Services | 6/30/11 |
| 24C | 8 | Participate in the budget planning process for the district/school. | Chief Financial Officer | 5/30/11 |
| 25A | 2 | Interview the district webmaster to discuss how technology is used to effectively communicate with the community. | District webmaster  Christie Gates | 4/30/11 |
| 26A | 3 | Develop a general questionnaire addressing school policy, instruction, homework, activities, discipline, and parent involvement. Distribute the survey to a group of parents. | Asst. Supt. Of Instruction  Christie Gates | 6/30/11 |
| 27C | 2 | Develop and implement a plan to promote cultural diversity in the district/school or classroom. | Christie Gates | 7/30/11 |
| 28A | 3 | Compile a list of social agencies that are available to help and support the students, faculty, and administration. | Coordinator for Student Services  Counselor  Christie Gates | 5/30/11 |
| 29A | 2 | Obtain a copy of the job description and evaluation instrument used for the Asst. Supt. Analyze the correlation between the description and evaluation tool. | Asst. Supt.  Dir. Of Personnel  Christie Gates | 4/30/11 |
| 30A | 4 | Interview a retired educator or long time community member to focus on the oral history of the community and school system. | Christie Gates | 4/30/11 |
| 31\* | 1 | Review the local policy regarding ethical behavior in the district employee handbook. Develop a staff training highlighting the key components of local policy to promote local compliance with The Code of Ethics for Educators. | Exec. Dir. Of Personnel Services  Asst. Supt.  Christie Gates | 7/30/11 |
| 32A | 3 | Work to develop strong interpersonal communication skills in the following areas:  1) Acknowledges accomplishments of others  2) Encourages others to participate | Christie Gates | 7/30/11 |
| 33B | 4 | Attend as many board meetings as possible. | Christie Gates | 8/30/11 |
| 34F | 2 | Interview one professional with experience in writing grants. Review one grant, highlighting the requirements and procedures for writing and submitting the grant (CASE grant). | Coordinator of Compliance and Grants  Christie Gates | 7/30/11 |
| 35A | 2 | Choose a current issue at your district/school (English acquisition of bilingual students in old program for 3rd-5th vs. new one way dual language program). | Bilingual Facilitator  Bilingual Team  Christie Gates | 5/30/11 |
| 36A | 4 | Compile a list of current issues that affect teaching and learning. Assess the degree of importance and urgency for each issue. | Christie Gates | 5/30/11 |
| 37\* | 2 | Research websites and resources available to support district superintendents. Consider joining the relevant associations, and begin reading periodicals and keeping up with the advances and concerns of superintendents across the state. | Asst. Supt.  Christie Gates | 4/30/11 |
| 38A | 2 | Compile a list of books, publications, training manuals, and district or state publications used or recommended for the superintendent position. | Asst. Supt.  Christie Gates | 4/30/11 |